



## TOWN OF ARCHER LODGE

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Archer Lodge, NC 27527  
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**Mayor:**

Matthew B. Mulhollem

**Council Members:**

Clyde B. Castleberry

**Mayor Pro Tem**

Teresa M. Bruton

J. Mark Jackson

James L. (Jim) Purvis, III

Mark B. Wilson

### Annual Budget Message 2023-2024 Fiscal Year Budget

To: Honorable Mayor and Members of the Archer Lodge Town Council  
Archer Lodge, North Carolina

From: Bryan R. Chadwick, Budget Officer/Town Administrator

Date: June 5, 2023

Over the past few years with citizen input, planning, and staff guidance, the Town Council has taken **bold** steps and expanded services for the Town of Archer Lodge. This started when Archer Lodge citizens were surveyed and expressed a need for parks & recreation services and other amenities. The Council took heed and gave guidance to staff. Now, with growing staff and a new multimillion dollar park system, it's time for the "**rubber to meet the road.**"

Following this budget message for your review and consideration, you will find the proposed Annual Budget for fiscal year 2023-2024 for the Town of Archer Lodge in the amount of **\$2,819,346**. This amount includes considerations for the following funds:

- 1) General Fund,
- 2) Capital Reserve Fund,
- 3) Park Reserve Fund, and
- 4) Public Safety Reserve Fund.

Following several Budget Planning Sessions and discussions held back on 20 February 2023 and 20 March 2023, Ms. Batten, Finance Officer, along with myself examined comments and notations mentioned during this budgeting process. The approach for our budget workshops over the past couple of years has assisted the Town Council and staff in understanding the process, the budget worksheets, and delving into the computations of budgeting. It also has provided many discussions for each department regarding changes and other considerations. Following several drafts, meetings, and conversations, I feel certain that the proposed budget best represents the current suggestions from the Town Council and the current needs for the citizens of the Town of Archer Lodge and due to an anticipated fire district tax increase of \$0.03, our tax rate will reflect the same increase to become **\$0.30/\$100**.

The tables below represent an overview of projected revenues and anticipated expenditures for the four funds for fiscal year ending June 30, 2024.

The following tables below represent the **General Fund 10**:

<b>General Fund 10 Revenue Sources:</b>	<b>Proposed Projected Revenues (FY 2023-2024)</b>
Ad Valorem Taxes	\$ 1,140,500.00
Unrestricted Intergovernmental	\$ 485,500.00
Restricted Intergovernmental	\$ 51,500.00
Permits and Fees	\$ 84,000.00
Parks & Recreation Fees/Rentals	\$ 60,000.00
Investment Earnings	\$ 25,000.00
Miscellaneous	\$ 3,000.00
Transfer From Other Funds	\$ 258,000.00
Funds from Grants (ARPA & JoCo Open Space)	\$ -
Fund Balance Appropriated	\$ 347,846.00
<b>Total Revenues / Estimated Resources</b>	<b>\$ 2,455,346.00</b>

<b>General Fund 10 Expenditures:</b>	<b>Proposed Anticipated Expenditures (FY 2023-2024)</b>
General Government	\$ 639,065.00
Public Safety	\$ 682,000.00
Transportation	\$ 27,000.00
Economic & Physical Development (P/Z)	\$ 231,600.00
Cultural and Recreation	\$ 483,785.00
Debt Service	\$ 132,896.00
Capital Outlay	\$ 97,000.00
Transfer To Other Funds	\$ 162,000.00
<b>Total Estimated/Appropriated</b>	<b>\$ 2,455,346.00</b>

**QUICK POINTS OF THE GENERAL FUND:**

- Annual Events: Shredding Event/Food Truck (Spring), Outdoor Entertainment/Band (Fall or Spring) & Park Grand Opening (Fall)
- Property/Liability Insurance and Workers Comp Insurance increases
- Council Chambers Furnishings
- Recent Hires: Town Administrator (Budgeted full year)  
Parks & Recreation Director (Budgeted Full Year)  
Parks Maintenance Specialist (Budgeted Full Year)
- New Hire: Town Planner (Jan '24 - Full-time)
- Current Staff: 5% COLA  
No Merit Increase in Jan '24 but recommend two extra days off (one for birthday month and one for work anniversary month)
- Mayor/Town Council: \$50/month increase
- Planning Board/  
Board of Adjustment Members: \$50/meeting (increased \$10)
- Law Enforcement Consideration = 7 days a week / 12 daylight hours a day
- All Utilities in Public Buildings increased due to estimates used for new park and park maintenance building/office/picnic shelter/restrooms and ALCC fields being managed
- New Park Professional Fees – Design/Engineering Services (phase 2, west parcel site, etc.)
- Parks & Rec Department – Small equipment for office, park maintenance, program equipment, park furniture

- Parks & Rec Department Capital – Ford F-250 Truck, 6 x 14 Enclosed Trailer, Zero Turn Mower, Reimburse Lease payments on Reel Mower to ALCC, Two Scoreboards, ATV
- Fire Department – Increased pass through because of Fire District tax increase
- Tax Rate – Increases to \$0.30 (FD District tax increase)

The following table below represents the **Capital Reserve Fund 30**:

<b>Capital Reserve Fund 30:</b>	<b>Proposed Estimates (FY 2023-2024)</b>
Investment Earnings	\$ 1,000.00
Transfer from General Fund 10	\$ -
Fund Balance Appropriated	\$ -
Transfer to General Fund 10	\$ -
Transfer to Fund Balance	\$ (1,000.00)
<b>Revenue Totals = Expenditure Totals</b>	<b>\$ -</b>

**QUICK POINTS OF THE CAPITAL RESERVE FUND:**

- Investment earnings received will be transferred to fund balance

The following table below represents the **Park Reserve Fund 31**:

<b>Park Reserve Fund 31:</b>	<b>Proposed Estimates (FY 2023-2024)</b>
Investment Earnings	\$ 1,000.00
Transfer from General Fund 10	\$ 162,000.00
Transfer to General Fund 10	\$ (58,000.00)
Transfer to Archer Lodge Town Prk Fnd 41	\$ (50,000.00)
Transfer to Fund Balance	\$ (55,000.00)
<b>Revenue Totals = Expenditure Totals</b>	<b>\$ -</b>

**QUICK POINTS OF THE PARK RESERVE FUND:**

- Transfer from General Fund consists of:
  - Two Cents Property Taxes Estimate = \$84,000
  - Fee in Lieu of Rec – 52 Lots @ \$1,500 = \$ 78,000
- Transfer to General Fund – Loan Payment on Park Land \$58,000
- Transfers will go to fund balance and to the Archer Lodge Town Park Fund 41

The following table below represents the **Public Safety Reserve Fund 32:**

<b>Public Safety Reserve Fund 32:</b>	<b>Proposed Estimates (FY 2023-2024)</b>
Investment Earnings	\$ 1,000.00
Transfer from General Fund 10	\$ -
Fund Balance Appropriated	\$ 199,000.00
Transfer to General Fund 10	\$ (200,000.00)
Transfer to Fund Balance	\$ -
<b>Revenue Totals = Expenditure Totals</b>	<b>\$ -</b>

**QUICK POINTS OF THE PUBLIC SAFETY RESERVE FUND:**

- Utilize Public Safety Reserve Funds for the General Fund Public Safety / Law Enforcement Consideration = 7 days a week / 12 daylight hours a day

The following table below summarizes the **Proposed Annual Budget for Fiscal Year Ending June 30, 2024:**

<b>Total Proposed Annual Budget for All Funds (FY 2023-2024)</b>	<b>Total Proposed Estimated Revenues for All Funds</b>	<b>Total Proposed Estimated Expenditures for All Funds</b>
<b>Revenue Totals = Expenditure Totals</b>	<b>\$ 2,819,346.00</b>	<b>\$ 2,819,346.00</b>

Below you'll find a table that represents the Ad Valorem Tax Revenues projected in the budget, however with a conservative figure.

<b>Date</b>	<b>Type</b>	<b>Net Assessed Value</b>	<b>Provided By</b>	<b>Levy \$0.30 / \$100</b>
12/31/2022	Motor Vehicles	\$ 58,303,294	Jo Co Tax Office	\$ 174,910
08/22/2022	Public Service Companies	\$ 2,634,515	NC Dept of Rev	\$ 7,904
05/15/2023	Real and Personal Property	\$ 368,205,553	Jo Co Tax Office	\$ 1,104,617
<b>07/01/2021</b>	<b>TOTAL</b>	<b>\$ 429,143,362</b>		<b>\$ 1,287,431</b>
<b>PROPOSED</b>	<b>AD VALOREM</b>	<b>TAXES</b>	<b>CONSERVATIVE</b>	<b>\$ 1,137,500</b>

The final table is the Town's Debt Service:

<b>LOAN</b>	<b>LENDER</b>	<b>BALANCE BEFORE PAYMENT</b>	<b>PAYMENT DUE</b>	<b>FY 2023-2024</b>	<b>BALANCE AFTER PAYMENT</b>
Town Hall	BB&T Gov't	\$ 133,337	03/22/24	\$ 37,884	\$ 100,000
Park Loan	M/M G. Smith	\$ 200,000	08/20/23	\$ 58,001	\$ 150,000
Town Hall Expansion	KS Bank	\$ 297,000	09/10/23	\$ 37,011	\$ 270,000
<b>TOTAL</b>		<b>\$ 630,337</b>		<b>\$ 132,896</b>	<b>\$ 520,000</b>

In closing, the proposed budget in the **General Fund** for fiscal year ending June 30, 2023, shows a **decrease** of < **\$598,254** > over the current year's amended budget of \$3,053,600 as pictured below:

<b>Current Year (FY 2022-2023) Revenues as Amended</b>	<b>Proposed Projected Revenues (FY 2023-2024)</b>
<b>\$ 3,053,600.00</b>	<b>\$ 2,455,346.00</b>

This budget is not a "wish list" but a "necessary list." Items were removed to help reduce the overall budget and those remaining help continue to meet the needs of the citizens yet demonstrate fiscal constraint. Even with the reduced list, there still are new recurring costs that are being funded and will continue in the future. This is based on new services provided by the Town.

These services are not easy but necessary to meet the goals the citizens and Council set in motion years ago. In the words of President Kennedy when he spoke of the U.S. going to the moon, he said, "**we choose to do this not because it is easy, but because it is hard...because that challenge is one that we are willing to accept, one we are unwilling to postpone, and one we intend to win.**" We need to think of this in the same manner that these new services for our citizens are growing pains and will be difficult.

This year we are utilizing fund balance to complete some of these growing needs. The items being funded are needed to complete the mission and most are recurring costs, not one time costs. Please remember utilizing fund balance is not sustainable and

requires tough decisions with budgets.

Many thanks to our Assistant Town Administrator/Finance Officer and staff for their dedication and service during this exciting time of transition and growth. Every member of staff is dedicated to the Town of Archer Lodge and committed to completing the work the citizens and Town Council have set forth.

I also want to thank you for giving me the opportunity to serve this Town and community. These are exciting times to be in Archer Lodge. In the coming years, Archer Lodge is poised to do many great things for the community and will make its mark in Johnston County and the surrounding area. Let's get ready to burn rubber and enjoy the ride!

Respectfully submitted,

A handwritten signature in black ink, appearing to read "B.A. Chadwick". The signature is written in a cursive style with a large initial "B" and a long, sweeping underline.

Bryan Chadwick  
Budget Officer/Town Administrator